

Requesting Agency or School Letterhead

←----- **REQUIRED**

THE ADJUTANT GENERAL
ATTN: COUNTERDRUG COORDINATOR
55 South Potomac Street
Aurora, CO 80012-1320

(Date)

REQUIRED

Dear Sir,

WHO (Organization), WHAT- Put in your activity/ event, a short explanation of why you are having the activity/ event, how the DDR team can help, and what you would like them to bring.

HOW- (Add special requests here)- The DDR team's capabilities include: Literature, pamphlets, games, power point presentations geared for certain organizations and age groups, videos, Static Displays (Hummers and other military equipment), and other activities that can be discussed. Type what you would like and what you want the DDR team to focus on.

When (date and time, to include arrival and set-up time) & Where.

(Helicopter Fly-in Requests are for Red Ribbon only).

Sincerely,

(First, Last Name)

(Position)

Please include
an email address
and a phone number.

NOTE: If you are not for sure what assets DDR has, call Captain Ryan Brock at (720) 847-8303 x3708 or Chief Ellen Serdock at x3709. DDR can only get involved if there is a drug nexus. Requests for fly-ins must be signed by the principal and are only used for Red Ribbon events.

Once the DDR staff receives the letter, a member will notify the requester if the staff is able to support the activity.

Requesting Person
(Signed)